

**CITY OF RIVERSIDE**

8365

06/15/05

**HUMAN RESOURCES DEPARTMENT**

Revised

**CLASSIFICATION SPECIFICATION**

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**TITLE: UTILITIES ASSISTANT DIRECTOR/RESOURCES****DEFINITION**

Under general direction, to plan, direct and review the resources management activities of the Public Utilities Department including power, water, property and renewable resource planning, procurement, protection; to provide professional and technical staff assistance; and to do related work as required.

**REPORTS TO:** Public Utilities Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Utilities Director. Exercises general direction over professional, technical, and administrative support staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of goals, objectives, policies and procedures.
- Plan, direct, and review activities related to the planning, selection, acquisition, development and utilization of resources and the monitoring and administration of City contractual obligations and interest in power and water supply and transmission resources.
- Evaluate, plan and manage City participation in various joint power agencies and activities; represent the City in joint power resource development projects; manage city development of power and water supply projects; supervise and coordinate related activities of staff representatives.
- Supervise and participate in the negotiation, development and administration of contractual arrangements for resources.
- Represent the City in joint power resources development projects, directing and coordinating activities of staff representatives.
- Direct and participate in the resource related financial planning of the Department, including revenue bond financing and rate level determinations.
- Direct and participate in groundwater basin management and administration of water rights, assessments and taxes.
- Represent the City in joint water resource development projects, directing and coordinating activities of staff representatives.
- Develop and implement financial plans and systems, including risk management measures to ensure effective and economic use of the Department's assets.
- Supervise the preparation of short- and long-term financial resource forecasts.
- Supervise the preparation of data for submission to regulatory agencies.
- Develop performance measures and monitor cost of operations.

- Participate in the preparation and control of operating and capital improvement budgets.
- Direct the preparation of technical and administrative reports, presenting reports and recommendations to the Public Utilities Director, City Manager, Board of Public Utilities and City Council as assigned.
- Coordinate the division's information systems activities.
- Coordinate Division activities with other City departments, divisions, and outside agencies and organizations.
- Serve as department representative on, and to, City committees, project committees, joint power agencies and industry organizations.
- Select, supervise, train, and evaluate professional, technical and clerical subordinates.
- Serve as Acting Public Utilities Director as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public utility administration, organization, budget and personnel management.
- Principles and practices of public utility financing, rate structures, engineering, economics and financial auditing.
- Principles and practices of power pooling, control area operations, energy interchange, forecasting and analysis of resources need utilization patterns and the scheduling and dispatching of resources systems.
- Principles and practices of general and fund accounting, budgeting and computer financial systems.
- Applicable regulatory codes and laws.
- Management and research techniques and procedures, and methods of report presentation.

### **Ability to:**

- Plan, organize, staff, and direct administrative, financial, budgeting and accounting activities in a manner conducive to efficient performance and high morale.
- Plan, schedule, and coordinate resource management activities involving staff, other Utilities and other City Departments.
- Represent the City and department on committees/boards created to administer joint projects.
- Prepare and negotiate contracts.
- Delegate authority and responsibility and to schedule and program work on a short and long term basis.
- Analyze and solve complex quantitative and qualitative problems.
- Communicate clearly and concisely, orally and in writing.
- Assess and develop financial procedures and systems.
- Formulate and present policy recommendations.
- Analyze a variety of administrative problems and develop effective solutions.
- Select, supervise, train and evaluate professional, technical and clerical subordinates.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in economics, finance, business administration, public administration, accounting, or a closely related field. A Master's degree in Business or Public Administration or a related field is highly desirable.

Experience: At least 7 years of progressively responsible managerial and supervisory experience in public utilities financial planning and management activities including; financial planning and budgeting, resource management, and pricing rates.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid, Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Assistant Director/Resources

**TO:** Public Utilities Director